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22 June 1971

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records I #8-71  
dated 17 & 18 June 1971

Student Body

1. Eleven students attended the course. Their grades ranged from GS-05 through GS-13 (average, GS-09) and length of service from one year through twenty-four years (average, 12 years).

2. There were four cancellations before the course began.

Course Content

3. There were no changes in either the curriculum or the manner of presentation.

Speakers

25X1A

4. [REDACTED] made an excellent introductory talk. He drew on his operational background in [REDACTED] affairs to illustrate how records can make the difference between effective and ineffective operations. In addition [REDACTED] drew a succinct picture of the means by which our CS Records system is controlled, and gave a precis of the new reorganization which is now in process. He concluded with a few of the changes and benefits which he anticipates over the next few years.

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5. [REDACTED] talk was audited by the Records Management Officers from DO, Africa, EUR, FE, and NE divisions; from FI and FI/D; from Records Management Staff and from RID; and from the Research and Analysis Section of CI Staff. Several of these guests have since returned to express their appreciation of the talk.

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6. Other speakers were our regular representatives. Mr. [REDACTED] who has been hospitalized, recovered in time to give his usual presentation for Records Management Staff. [REDACTED] had an unavoidable conflict on the first day of the course. His talk on Accession was given by the Chief Instructor.

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Chief Instructor's Comments

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7. This was a very satisfactory class, despite its relatively small size. [REDACTED] initial talk sparked a number of discussions, particularly lively because of the high level of student experience.

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Several students, notably [REDACTED] of DO and [REDACTED] of CI, made worthwhile contributions from their own experience.

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[REDACTED]  
Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster

Distribution

- Original - DTR
- 2 - OS/ST/TR

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